

Specifications 101 for Project Managers



Dan Scheer, PE and Frances Thomas

State Specifications and Estimates Office

Specifications 101

Things I ***Think I Know*** About

- ✓ How Statewide Specs are Adopted & Implemented
- ✓ How Spec Packages are Prepared for Individual Projects

Specifications 101

Things I ***Wish I Knew***
About

- ✓ How Statewide Specs are Adopted & Implemented
- ✓ How Spec Packages are Prepared for Individual Projects

Specifications 101

- ◆ Specifications Basics
- ◆ Development of Standard Specifications for Road and Bridge Construction
- ◆ Specifications Package Preparation
- ◆ Specifications on the Web Site
- ◆ Specs on the Web Application

AASHTO Format

- ◆ AASHTO Format
 - ✓ Description
 - ✓ Materials
 - ✓ Construction Requirements
 - ✓ Method of Measurement
 - ✓ Basis of Payment

SECTION 435 STRUCTURAL PLATE PIPE AND PIPE ARCH CULVERTS

435-1 Description.

Construct structural plate pipe and pipe arch culverts.

435-2 Materials.

Meet the requirements of Section 944 for steel and Section 945 for aluminum.

When the Plans call for bituminous coated pipe or pipe arch, meet the coating requirements of 944-4.

When other types of coating material are shown in the Plans, use a coating that consists of at least two coats of the specified material, applied at the job site. Apply the coating by brush or by spray.

435-3 Trench, Foundation, Laying, and Backfill.

Perform this work as specified in Section 430, and as follows.

Provide a foundation for the bottom plates that is of uniform density and carefully shaped to fit the lower plate of the pipe or pipe arch. Thoroughly tamp the backfill material against the remaining plates.

435-4 Assembly.

Assemble the plates to form the pipe or pipe arch structure in accordance with the diagram furnished by the manufacturer. Connect the plates by bolting tightly in all bolt holes provided.

435-5 Method of Measurement.

The quantities to be paid for will be the plan quantity, in feet, of pipe or pipe arch, installed in place, completed and accepted. The quantity will be measured along the centerline of the structure from end to end of metal for full section structures, from average end to end at top and bottom for beveled-end structures.

435-6 Basis of Payment.

Prices and payments will be full compensation for all work specified in this Section, including all materials, backfilling, and disposal of surplus material and all excavation except the volume included in the items for grading work and for other items specified for payment in Section 125.

Payment will be made under:

Item No. 435- Structural Plate Pipe Culvert - per foot.

Active Voice

- ◆ In **Passive Voice**, the subject of a sentence receives the action.
 - ◆ In **Active Voice**, the subject of a sentence performs the action.
 - ◆ In **Active Voice: Imperative Mood**, the subject of a sentence is implied and understood.
- **Passive Voice (old style):**
“The concrete shall be placed by the contractor in accordance with the plans and drawings.”
 - **Active Voice:**
“The contractor is to place the concrete.”
 - **Active Voice Imperative Mood:**
“Place the concrete.”

Depicts a more **straight-forward** communication!

End Result Specifications

- ◆ FDOT prefers to use End Result Specifications instead of Means and Methods
 - ✓ Don't tell the Contractor "How" to perform the Work
 - ✓ Designers' Strengths are in specifying **what** is to be built
 - ✓ Contractors' Strengths are in using their knowledge, experience and resources to decide **how** to build it
 - ✓ Effective in Claims Avoidance

Core Process # 1 – Specification Development

- ◆ Specification Development is the Process Used to Modify Existing Specifications and Adopt New Specifications
 - ✓ Procedure No. 630-010-001
- ◆ The Current Process Can be Outlined in Six Basic Steps
 1. Draft Revision and Origination Form
 2. Spec Review and Formatting
 3. Industry, Expert and FDOT Review
 4. FDOT Implementation or Rejection
 5. Submittal to FHWA for Approval
 6. Statewide Implementation

The Workbook

- ◆ Implemented Modifications to our Specifications are Included and Published in the next update of “The Workbook”
- ◆ New Workbooks are implemented every 6 months, scheduled to be effective for lettings beginning in January or July
- ◆ Standard Specifications eBook is published electronically annually (Beginning in 2015, every 6 months – January and July)
- ◆ The Process Results in Adoption and Implementation of Statewide Specifications

What is a Mandatory Specification Revision?

- ◆ Spec Changes that “Just Can’t Wait” for the Next Issue of The Workbook
- ◆ Usually Involve Item of Legal or Contractual Significance in Terms of Financial Risk
- ◆ Occasionally “Planned” for a Special Technical Implementation
- ◆ Limited to Minimize Impacts to Production
- ◆ Roadway Design Bulletin 13-07

Other Specifications on the Website

- ◆ Design Build (Division 1 Specs and Stamped for Construction Spec Package)
- ◆ Local Agency Program (LAP) Specs
- ◆ Archived Specs (Local Agency)
- ◆ Push Button Specs
- ◆ Developmental Specs
- ◆ Standard Maintenance Special Provisions
 - ✓ Terminology & format to be more consistent with Construction specifications

Core Process #2 – Specifications Package Preparation

- ◆ Which ones are written just for the project?
 - ✓ Standard Specifications
 - ✓ Supplemental Specifications
 - ✓ Developmental Specifications
 - ✓ Special Provisions
 - ✓ Technical Special Provisions, a.k.a. Tech Specs, TSPs

Specification Definitions

- ◆ *Standard Specifications* – “Standard Specifications for Road and Bridge Construction”, applicable to all Department Contracts containing adopted requirements, setting out or relating to the method or manner of performing work, or to the quantities and qualities of materials and labor.



This document contains the most recent published version of FDOT's Standard Specifications for Road and Bridge Construction, effective for project lettings beginning January 2014. Please view and read the Distribution memo for more information.

January 2014 Distribution Memo

Download the **2014 Standard Specifications eBook** in .pdf (file size = < 8 MB).

Specification Definitions

- ◆ *Supplemental Specifications* – Approved additions and revisions to the Standard Specifications, applicable to all Department Contracts or implemented on a widespread basis.
- ◆ *Special Provisions* – Specific clauses adopted by FDOT that add to or revise Standard or Supplemental Specs, setting forth varying conditions applicable to a specific project or a specific set of conditions.

Specification Definitions

- ◆ *Developmental Specifications* – Specifications developed around a new process, procedure or material, approved for limited use.
- ◆ *Technical Special Provisions* – Specifications of a technical nature, prepared, signed and sealed by an Engineer registered in the State of Florida, other than the State Specifications Engineer or his designee, that are made part of the Contract as an attachment to the Contract Documents.

Modified Special Provisions (MSP)

- ◆ Used to modify all Statewide Specs, in Spec Book or a Workbook
- ◆ May be initiated as early as 60% Plans phase in the Design process
- ◆ Draft in Redline/Strikethrough format
- ◆ Submit justification for change; must document the project need
- ◆ Include cost impacts
- ◆ Professional/Personal preference is NOT a valid justification.

MSP Review Process

- ◆ Submit to District Specs Office
- ◆ Reviewed in District
- ◆ Submitted to State Specs Office for Central Office Review
- ◆ Review Justification for Deviation from Statewide Implementation (Similar to Design Exception)
- ◆ Reviewed by Technical Expert
- ◆ Reviewed by General Counsel
- ◆ Response back to District

MODIFIED SPECIAL PROVISION APPROVAL REQUEST

(REV. 8-26-09)

Date: 2/14/2013

District: 3

Type: Project Specific

Letting Month: 4/2013

FPID Number: 42929715201

Requested by: Bessie Dickens

Office/Phone: D3/SPECS 850-330-1381

Specification being modified: RIPRAP – RUBBLE, BANK AND SHORE-LARGE BOLDERS

Affected Pay Items: 530-3-5

Expected Cost Impact to this project:

The cost per TN of the standard Bank and Shore is ~\$75/TN. The anticipated cost of the Large Boulders is ~\$90/TN. The added cost for this project should be ~\$45,630, based on a quantity of 3,042 TN.

Project Description: This project involves adding large riprap to the approaches of SR 30 (US 98) over St. Joe Bay Inlet (BN 510014). The large riprap is designed to protect the approaches during hurricane events.

Background Data: This project is one of the Coastal Bridge Protection projects. The goal of the projects is to protect the bridge approaches during hurricane events. The large boulders needed are much larger than the standard Bank and Shore. Therefore, the specifications must be modified to account for the larger boulders.

Name and PE Number of PE signing and sealing the Modified Special Provision:

PE Name:

PE Number:

I hereby certify that this Specification was prepared under my responsible charge, and that it has been reviewed in accordance with procedures adopted and implemented by the Florida Department of Transportation.

RIPRAP – RUBBLE, BANK AND SHORE – LARGE BOULDERS
(REV 2-14-13)

SUBARTICLE 530-2.2 is deleted and the following substituted:

530-2.2.1 Rubble:

530-2.2.1 Rubble (Bank and Shore Protection): Provide sound, hard, durable rubble, free of open or incipient cracks, soft seams, or other structural defects, consisting of broken stone with a bulk specific gravity of at least 2.30. Ensure that stones are rough and angular.

For this application, use broken stone meeting the following gradation and thickness requirements:

Weight Maximum Pounds	Weight 50% Pounds	Weight Minimum Pounds	Minimum Blanket Thickness in Feet
700	300	60	2.5
Ensure that at least 97% of the material by weight is smaller than Weight Maximum pounds. Ensure that at least 50% of the material by weight is greater than Weight 50% pounds. Ensure that at least 85% of the material by weight is greater than Weight Minimum pounds.			

530-2.2.2 Coastal Shore Protection: Provide sound, hard, durable rubble, free of open or incipient cracks, soft seams, or other structural defects, consisting of broken stone with a bulk specific gravity of at least 2.65. Ensure that stones are rough and angular.

For this application, use broken stone meeting the following gradation and thickness requirements:

Weight Maximum Pounds	Weight 85% Pounds	Weight 50% Pounds	Weight Minimum Pounds	Minimum Blanket Thickness in Feet
2240	1200	560	225	3.0 (See plans)
Ensure that at least 97% of the material by weight is smaller than Weight Maximum pounds. Ensure that at least 15% of the material by weight is greater than Weight 85% pounds. Ensure that at least 50% of the material by weight is greater than Weight 50% and that no more than 70% of the material is greater than Weight 50% pounds. Ensure that at least 85% of the material by weight is greater than Weight Minimum pounds.				

SUBARTICLE 530-5.5 (Page 665) is expanded by the following:

Item No. 530- 3- 5 Rubble, Coastal Shore- Large Boulders - per ton.

Specification Package Preparation

- ◆ The Three Most Important Things:
 - ✓ Spec Packages are to be prepared using adopted and implemented FDOT Workbook Specifications to the maximum extent possible
 - ✓ Modifications to Standard Specs or Workbook Specs (MSPs) must be processed thru the District and State Specifications Offices
 - ✓ Technical Special Provisions (TSPs) MAY NOT be used to “TRUMP” FDOT Specs

Specification Package Preparation

- ◆ Necessary Information for beginning Specification Package Development:
 - ✓ Final Plans
 - ✓ Final Trns*port
 - ✓ Completed Contract File Index
 - ✓ Construction Contract Time Estimate / Other Construction Input
 - ✓ Knowledge of whether Permits / No Permits
 - ✓ Knowledge of whether Utility Work Schedules / No Utility Work Schedules
 - ✓ Any Technical Special Provisions

Specification Package Preparation

- ◆ Simple Rules on MSPs and TSPs
 - ✓ We have Flexibility to Modify Statewide Specs to Accommodate Documented Individual Project Needs
 - ✓ BUT, Personal, Professional and even District Preferences are not Valid Justifications
 - ✓ Requests must be Processed through the District Specs Office – No Workarounds.
This INCLUDES Plan Notes
 - ✓ If Done Correctly, It Doesn't Take Much Time

Plan Notes

- ◆ Plans Preparation Manual – Volume 1, Chapter 17, 17.4.5
- ◆ Plans Preparation Manual – Volume 2, Chapter 1, 1.5
- ◆ Basis of Estimates Manual – Chapter 7, 7.1
- ◆ Specifications Handbook – Section 2, 2-2.3

***Plan notes should not change, conflict with,
or duplicate the Specifications.***

Specifications and Estimates Web Pages

- ◆ Where do I find all this Spec stuff?
 - ✓ All electronic Standard Specifications began with the January 2013 eBook
 - ✓ <http://www.dot.state.fl.us/specificationsoffice>

Beginning in January 2015, specifications will be published bi-annually in a January eBook and a July eBook.





Specifications and Estimates

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Welcome

The Specifications and Estimates Office develops and provides policies, procedures, training, and guidance to support the design, construction and maintenances of Florida roads and bridges. Our functional areas include Specifications, Estimates, Product Evaluation, and Utilities.

News

Specifications Package Preparation Training for Consultants

will provide you with important information and techniques used in preparing FDOT Contracts. **Register now!**

Estimates Bulletin 13-04: Lump Sum and Special Design Pay Items on Push Button Contracts

May 10, 2013

Estimates Bulletin 13-03: Landscape and Related Work

April 24, 2013

Estimates Bulletin 13-02: Comp Book and Quantity Computation Documents (for lump sum projects) Distribution Process

April 4, 2013



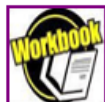
Specifications and Estimates

Specifications and Estimates / Divisions

Specifications and Estimates Office Divisions



Contains links to the FDOT Specifications and other related information .



Link to the Specifications Workbook Files.



[Specifications](#)

Link to the Industry Review to provide comments to current proposed specification revisions.



Link to Specs on the Web - the web application used to create specification packages.



Specifications and Estimates

Specifications and Estimates / Specifications

Standard Specifications Library



Adobe Reader is required to view the specification documents. [Free Adobe download](#)



The Standard Specifications for Road and Bridge Construction contain requirements setting out or relating to the method or manner of performing work or to the quantities and qualities of materials and labor for all FDOT contracts. Here you will find links to the standard specifications documents for current and recent past FDOT projects. For more information on FDOT and other Specifications, visit the [Standard Specifications](#) web page.



This document contains the most recent published version of FDOT's Standard Specifications for Road and Bridge Construction, effective for project lettings beginning January 2014. Please view and read the Distribution memo for more information.

January 2014 Distribution Memo

Download the [2014 Standard Specifications eBook](#) in .pdf (file size = < 8 MB).

Revisions to the published Standard Specifications for Road and Bridge Construction may be implemented to enhance safety; reduce costs; comply with new laws, rules or policies; incorporate new technology; update industry standards or practices; and other critical updates. These revisions are implemented after January 1, 2014 and before January 1, 2015.

2014 Book - Implemented Revisions

[July 2014 Workbook](#)

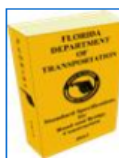
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Maintenance Specifications



Industry Review

[Specification Development Procedure](#) regulates the development and implementation of new or modified specifications and related pay items. The following files are in the developmental process and are posted for Industry Review. If you have comments, please use the comments section below.

To track the History of proposed revisions go to: [Track the Status of Proposed Revisions](#)

Note: Files on this page are in Adobe Acrobat (PDF) format.

File Sizes ranges from 23 to 30 kb.

Specification	Description	Origination	Review End
0071100	Legal Requirements and Responsibility to the Public - Preservation of Existing Property	0071100 Orig	7-5-2013
1021312	Maintenance of Traffic	1021312 Orig	7-5-2013
5440400	Crash Cushions	5440400 Orig	7-5-2013
5600705	Coating New Structural Steel	5600705 Orig	7-4-2013
7000000	Highway Signing	7000000 Orig	7-4-2013
9940000	Retroreflective and Nonreflective Sheeting and Sign Panel Fabrications	9940000 Orig	7-4-2013
5200100	Concrete Gutter, Curb Elements, and Traffic Separation	5200100 Orig	7-1-2013
5220000	Concrete Sidewalk and Driveways	5220000 Orig	7-1-2013
5270000	Detectable Warnings	5270000 Orig	7-1-2013

Select the Specification you want to comment on.

Select Specification ▼

Enter your comments in the space provided below:

Note: Time will expire in 20 minutes. If you are unsure of the length of time to enter your comment(s), please type your comment(s) in another application, then copy and paste below.

Tell us how to get in touch with you:(Optional)

Name:

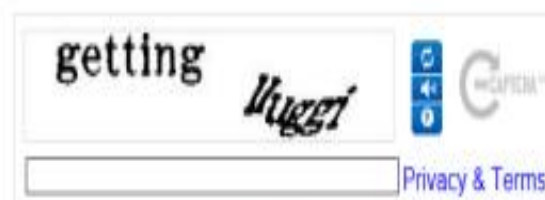
Phone:

E-mail:

Confirm E-Mail:

☐ Please Contact me as soon as possible regarding this matter.

Enter the following characters, then click "Submit" to send your Comments.



Submit



Specifications and Estimates

Specifications and Estimates / Specifications

July 2014 Workbook History



History of Proposed Revisions January 2014 Workbook

The following information is updated as it becomes available.

Note: These files are in Adobe Acrobat (PDF) format. File size ranges from 10 kb to 896 kb.

Specifications Update Training for Consultants - January 2014 Workbook

Comments: Comments received from individuals during Industry Review.

Response: Originator's response to these comments.

FHWA: The Final Draft of the proposed revision as transmitted to FHWA for approval.

Implemented: The Final Version ready for implementation on the letting date indicated on the document.

File	Comments	Response	To FHWA	Implemented
0020202	N/A	N/A	FHWA	Implemented
0030001	Comments	Response	FHWA	Implemented
0030100	Comments	Response Response-Revised	FHWA	Implemented
0030900 Mandatory #3 July 2013	N/A	N/A	FHWA	Implemented
0050101			FHWA	Implemented
0060103	No Comments	No Response	FHWA	Implemented

Standard Specifications Library



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2014 Book - Implemented Revisions

→ [July 2014 Workbook](#)

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2013 eBook Presentation



Specifications and Estimates

Specifications and Estimates / Specifications

July 2014 Workbook



Implemented Modifications to the 2014 Standard Specifications July 2014 Workbook for Lettings Effective July - December 2014

Special Provisions - Specific clauses adding to or revising the Standard Specifications, setting forth conditions varying from or additional to the Standard Specifications for a specific project.

Supplemental Specifications - Additions or revisions to the Standard Specifications.

History of Revisions - To review the History of revisions for this Workbook.

Mandatory Revisions - Critical modifications implemented for the Workbook.

Mandatory Revision #5 - To review the implementation letter.

REISSUED Mandatory Revision #4 - To review the implementation letter.

Mandatory Revision #4 - To review the implementation letter.

Mandatory Revision #3 - To review the implementation letter.

Mandatory Revision #2 - To review the implementation letter.

Mandatory Revision #1 - To review the implementation letter.

Workbook Document - Final - To review the changes to the Workbook.

Workbook Document - Draft - To review the Workbook.

Note: These files are in Adobe Acrobat (PDF) format.
File size ranges from 9 kb to 200 kb.

SPECIAL PROVISIONS	SP0000001	All Jobs
PROPOSAL REQUIREMENTS AND CONDITIONS - EXAMINATION OF CONTRACT DOCUMENTS AND SITE OF WORK. (REV 2-19-14) (FA 2-20-14) (7-14) Insert Information Required. Change(s) to: 2-4.	SP0020400	All Jobs, (add a phone number or e-mail address)
PREPARATION OF PROPOSALS. (REV 6-22-04) (FA 7-13-04) (7-14) Change(s) to: 2-5.1.	SP0020501AB	A+B Bidding. Use with the approval of the District Construction Engineer. Use with SP0030100AB, SP0030203AB, SP0080701AB and SP0081300AB
PREPARATION OF PROPOSALS. (REV 2-21-05) (FA 3-31-05) (7-14)	SP0020501 B	Lane Rental. Use with the approval of the District Construction Engineer.



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Specifications and Estimates

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July 2013 Workbook History



History of Proposed Revisions July 2013 Workbook

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File	Comments	Response	To FHWA	Implemented
0010300	N/A	N/A	FHWA	Implemented
0030100DC	N/A	N/A	FHWA	Implemented
0050104	Comments	Response	FHWA	Implemented
0050104-2	No Comments	No Response	FHWA 2	Implemented
0060103	Comments	Response	FHWA	Implemented
0060502 - Mandatory #2 January 2013 Workbook	N/A	N/A	FHWA	Implemented
0071107	Withdrawn - moved to 0071101 for January 2014			
0072400 - Mandatory #2 January 2013 Workbook	N/A	N/A	FHWA	Implemented
1050302 Materials Manual - 6.1 VII	Comments	Response	FHWA	N/A
1050302 Materials Manual - 8.4 VII	Comments	Response	FHWA	N/A
1050302	N/A	N/A	FHWA	Implemented
1050813 - Design Build	Comments	Response	FHWA FHWA	Implemented
1070000	Comments	Response	FHWA	Implemented

Specs on the Web

- ◆ How do we put all these specs together to make a Specifications Package?
 - ✓ Specs on the Web application implemented in 2007 to automate the development of specifications packages
 - ✓ <http://www.dot.state.fl.us/SpecificationsPackage/>

SPECS ON THE WEB

SPECIFICATIONS PACKAGE
FLORIDA DEPARTMENT OF TRANSPORTATION



SPECS ON THE WEB

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- ☒ When Choosing a new Password...

Sign Up

If you have never been here before and not a FDOT Employee, please [Register](#) to use Specs on the Web.

Announcements

July 2014 Workbook Specs

The July 2014 Workbook specifications are now in Specs on the Web. You may create packages for lettings July - December 2014. [?](#)



Florida Department of Transportation, Office of Information Systems
Contact Help: [Service Desk](#) or call 1-888-955-4357 (HELP)
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Select Specifications

Below are the FDOT files available for Local Agency use in preparing specifications documents. Click on the check box in the far left column to select the files. When all desired files are selected, click on Merge Specifications at the top of this screen. The file that is generated may be viewed on the screen or saved to your local computer. The document generated will not be saved within this application.

[Merge Specifications](#)
(Unknown file size)

Select		Description	Usage Notes
Florida Pavement Preservation Council			
<input type="checkbox"/> FPPC335-MicroSurfacing	Browse (Unknown file size)	MICRO SURFACING. (Rev. 7/30/2013) (FA.) (09/13)	For Local Agency Use Only. (This specification was not developed and is not owned by the FDOT.)
Local Agency Specs			
<input type="checkbox"/> LAPB4120	Browse (Unknown file size)	EARTHWORK AND RELATED OPERATIONS FOR LAP (OFF-SYSTEM). (Rev. 1/23/2012) (FA. 2/27/2012) (03/12)	Use on Off-System LAP Projects.
<input type="checkbox"/> LAPB4334	Browse (Unknown file size)	HOT MIX ASPHALT FOR LAP (OFF-SYSTEM). (Rev. 11/17/2011) (FA. 2/27/2012) (03/12)	Use on LAP Off-System Projects.
<input type="checkbox"/> LAPB4344	Browse (Unknown file size)	CONCRETE FOR LAP(OFF-SYSTEM). (Rev. 12/20/2011) (FA. 2/27/2012) (03/12)	Use on LAP Off-System Projects.
<input type="checkbox"/> LAPB4580	Browse (Unknown file size)	LANDSCAPE INSTALLATION FOR LAP (OFF-SYSTEM). (Rev. 4/5/2011) (FA. 4/15/2011) (04/11)	Use on LAP Off-System Projects.
FDOT Archive Specs			
<input type="checkbox"/> LASA120	Browse (Unknown file size)	EXCAVATION AND EMBANKMENT. (Rev. 1/1/2000) (FA.) (01/13)	For Local Agency Use - FDOT Archive Specification
<input type="checkbox"/> LASA125	Browse (Unknown file size)	EXCAVATION FOR STRUCTURES. (Rev. 1/1/2000) (FA.) (01/13)	For Local Agency Use - FDOT Archive Specification
		STARTING	



SPECS ON THE WEB

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- ☒ What is an FDOT Internet Subscriber Account?
- ☒ When Choosing a new Password...

Sign Up

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Announcements

July 2014 Workbook Specs

The July 2014 Workbook specifications are now in Specs on the Web. You may create packages for lettings July - December 2014. [?](#)



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- My Packages
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Sign Up for Your New Account

This registration page is for non-DOT

Email Address

First Name

Last Name

Password Recovery Question

WHAT IS YOUR MOTHER'S MAIDEN NAME?

Answer

A system generated password will be sent to you with the email provided.

Create User



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Please choose an action from the menu on the left, create a workbook preview or view the Specification documents change log.

Preview a Workbook!

Select a Letting Date and a District to Preview a Workbook.

Letting Date District

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<http://www.dot.state.fl.us/specificationsoffice/staff.shtm>

- ◆ District Specifications Offices

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QUESTIONS????